

**BY ORDER OF THE COMMANDER  
AIR EDUCATION AND TRAINING  
COMMAND**



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COMMAND  
Supplement**

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**Postal Operations**

**DEPARTMENT OF DEFENSE  
POSTAL MANUAL**

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(Mr. Philip Barrick)  
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This supplement establishes the unique requirements in regards to policy and procedures of the postal mission within AETC in support of the basic manual. It does not apply to Air Force Reserve Command or Air National Guard units. Refer recommended changes and/or corrections to this publication to HQ AETC/A6OK using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <http://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

**SUMMARY OF CHANGES**

**This supplement is substantially revised and must be completely reviewed.** Deleted the use of privately owned vehicle (POV) by PSC contractors to transport mail for the PSC to dorms (C15.10.7.).

C1.1.6.8.4. Ensure proposed postal service centers (PSC) statements of work (SOW) and contract drafts are coordinated with HQ AETC/A6OK before SOWs and contracts are finalized or approved.

C3.3.5.1. PSCs will use AETC VA 33-3, *Postal Service Center Receptacle Review Card*, to perform monthly receptacle checks. If a DD Form 2258, *Temporary Mail Disposition Instructions*, has not been filled out, place AETC VA 33-3 in every mail receptacle. “Old” mail is defined as mail postmarked 30 days or more than present date.

C10.5.1. Use SF 702, *Security Container Check Sheet*, to document each opening and closing of safes and lockable containers. Use SF 701, *Activity Security Checklist*, to conduct end-of-day security checks. **Note:** Additional security and safety checks may be added in the blank spaces on the SF 701.

C10.5.1.6. Postal personnel will enter work areas through a designated entrance only, and only designated postal personnel are permitted unescorted entry. All other personnel must sign in on AF IMT 1109, *Visitor Register Log*, and be escorted at all times.

C10.7.4.1. AETC activities will use IONSCAN 400B explosive detection equipment to randomly scan mail according to AETCI 33-302, *Operation of the IONSCAN Scanner*.

C15.10.7.2. Basic military training instructors will be designated as mail orderlies on DD Form 285, *Appointment of Military Postal Clerk, Unit Mail Clerk, or Mail Orderly*. As such, they are authorized to use their POV to transport basic trainees' personal mail from the servicing PSC to the duty location. Intermittent stops are not authorized.

**C15.15. (Added) IMTs and Forms Adopted.** SF 701, *Activity Security Checklist*; SF 702, *Security Container Check Sheet*; DD Form 285, *Appointment of Military Postal Clerk, Unit Mail Clerk, or Mail Orderly*; DD Form 2258, *Temporary Mail Disposition Instructions*; and AF IMT 1109, *Visitor Register Log*.

MONA LISA D. TUCKER, Colonel, USAF  
Director of Communications